

October 19, 2020

**Addendum No. 1
To
Request for Qualifications (RFQ) and Predetermination of Eligibility (POE)
For
CRITICAL PATIENT CARE ROSTER**

Prospective applicants are hereby notified of the following updates in the above referenced Request for Qualifications. These updates shall be incorporated into the solicitation documents. The purpose of this addendum is for:

- Responding to questions
- Amending the RFP.
- Other: **Posting Supplemental Documents**

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Supplemental documents to be incorporated into solicitation documents:
 - *UW Safety and Health Qualification Statement has been posted to <https://facilities.uw.edu/projects/business-opportunities/solicitations>.*

**Questions and Answers for
Request for Qualifications (RFQ) and Predetermination of Eligibility (POE)
CRITICAL PATIENT CARE ROSTER**

Topic: Documents included in Page Count

- Q1.** With the page count being set at 20 may the sample project schedule be submitted in the appendix? The sample project schedule we'd like to include is seven pages long which would be a substantial portion of the page count.
- Q2.** Could you help clarify the following items in regards to page count for the RFQ Critical Patient Care Roster:
1. Item 1.B. – will the infection control plan be counted as part of the page limit?
 2. Item 3.B. – will the schedule example be counted as part of the page limit?

If either or both do not count towards the limit; should they be included within their respective sections or be placed in the Appendix?

Answer:

Contractors may submit the following items as appendices. They will not be included in the page count.

- Sample project schedule requested (*Section 3B, Responsibility Criteria*)
- Sample Infection Control Plan (*Section 1B, Responsibility Criteria*)
- UW *Safety and Health Qualification Statement* and any Safety Documentation
- Staff resumes
- Two (2) Recommendation Letters (*Section 7, Responsibility Criteria*)
- Evidence of Responsibility Criteria in accordance with [RCW 18.27](#) (contractor registration, bonding, insurance, etc.)

Topic: Submittal Due Date

- Q3.** Can you confirm that the RFQ response is due on October 23? If not, is there a hard delivery date?

Answer:

October 23rd is the date the UW will be accepting submittals for review for the 2021-2023 roster; it is not a firm deadline. Contractors may be considered for the roster on an ongoing basis, provided they submit a written request, necessary records, and Statement of Qualifications for review by the UW.

Topic: Staff Qualifications

Q4: Last paragraph of Question 2 states that “Staff capabilities and expertise information should be limited to two (2) pages and include a brief summary of applicable employment, education, and work experience; length of time with the firm, and information including but not limited to, experience in management of critical patient care facility projects involving infection control, and schedule phasing and coordination of the projects.” Can we just include the team information as part of our resumes in the appendix?

Answer:

The response to Question 2 should be in a brief summary format, highlighting particular areas of staff experience relevant to the nature of the work required in medical facilities. Yes, detailed information may be included with resumes in the appendix.

Topic: Page Sizing

Q5. Are 11”x17” pages okay?

Answer:

Yes, this would be acceptable. We recommend including documents in a format that would be easy to read electronically.

-End of Addendum-